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MARINE CORPS ORDER 5230.19

From: Commandant of the Marine Corps
To: Distribution List

Subj: LOGISTICS DATA ADMINISTRATION PROGRAM

Ref: (a) DoD Directive 8320.1-M
(b) MCO P5231.1

Encl: (1) Charter for Logistics Data Administration
Working Group
(2) Terms and Definitions

1. Purpose. To supplement the policy delineated in reference (a) by establishing the management of the logistics data administration and outlining the role and responsibilities of the Deputy Chief of Staff for Installations and Logistics (DC/S I&L) as they relate to logistics functional data administration.

2. Applicability and Scope. This Order applies to:

a. All Class I logistics automated information systems (LOG AIS) in the Marine Corps whether those systems share data with other systems or not.

b. Data in LOG AIS's, including data elements (DE), codes and values, and symbols whether or not they are under the stewardship (i.e., management responsibility but not data definition ownership) of the Marine Corps logistics community.

c. This Order is not applicable to the Navy AIS's that are used within the aviation logistics community.

3. Background. AIS's are used throughout the Marine Corps to support logistic planning and operations. This Order establishes the objectives of the logistics functional data administration program and defines responsibilities of the Marine Corps logistics functional data administration office, the CMC (LPS). The functional data administration office is responsible for the definition, standardization, organization, supervision, and protection of data used in LOG AIS's.

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4. Objectives. The objectives of the Marine Corps logistics data administration program are to:

a. Establish control of logistics data to ensure it is efficiently, effectively, and economically managed throughout its life cycle.

b. Promote the use of data as a shared resource, integrate data requirements, establish interoperability as a requirement among LOG AIS's, and facilitate the movement of shared data among strategic, tactical, and administrative environments.

c. Establish standards for logistics data accuracy, integrity, security, and timeliness.

d. Specify data structure, storage, and access requirements during the development of Marine Corps LOG AIS's and databases (DB).

e. Ensure the independence of data from applications during LOG AIS development.

f. Influence logistics data standards, elements, etc., through the Defense Data Dictionary System (DDDS) and the Marine Corps data dictionary system (DATAMANAGER).

g. Reduce data proliferation and redundancy by managing data as a critical resource that is shared within and among functional areas.

h. Institutionalize the logistics data administration program with the flexibility to accommodate, existing data in operational systems and provide guidance for new LOG AIS initiatives or modifications.

i. Provide the end user of LOG AIS's with a line of communication to report data accuracy and data currency problems or changes.

j. Implement the use of activity models to provide a framework for identifying, defining, and organizing the Marine Corps logistics business strategies, rules, and processes needed to manage and support the way Marine Corps logistics operates.

k. Implement the use of logical data models to accurately plan, identify, represent, relate, standardize, and store the data required by LOG AIS's.

l. Provide guidance for the efficient physical design of databases, enforce data element naming conventions, implement data element security, provide technical assistance to users by providing database schemas to contractors/developers and recommending tools to perform these tasks.

m. Ensure that LOG AIS's are interoperable from a data perspective and facilitate the movement of shared data among strategic, tactical, and administrative systems.

5. Responsibilities. The organization of the Marine Corps data administration structure provides that each, HQMC functional manager (FM) will appoint a Marine Corps Functional Data Administrator (MCFDAd) for its mission area.

a. The DC/S I&L as the functional manager for LOG AIS's, appoints the MCFDAd for logistics who is responsible for defining logistics data administration policies, procedures, and standards. Specific duties include:

(1) Establish a logistics data administration program.

(2) Establish a data element standardization and approval process within Marine Corps logistics.

(3) Recommend metadata and prepare candidate data element packages for submission to DDDS when existing standard data, entity or attribute does not support the logistics information requirement.

(4) Implement the use of data and activity models for LOG AIS development.

(5) Maintain, update, and provide configuration management for LOG AIS logical data models.

(6) Coordinate with the Marine Corps Data Administrator (DAd) on logistics modeling efforts to ensure logistics models are included in the Marine Corps model.

(7) Coordinate data synchronization, data element standardization, modeling, and interoperability issues within the Marine Corps logistics community.

(8) Establish the Logistics Data Administration Working Group (LDAWG) as the forum in which to resolve logistics data issues. The charter for the LDAWG is included at enclosure (1).

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(9) Provide guidance in designing physical databases and standardizing database designs in new or reengineered LOG AIS development.

b. Commanders (bases, stations, MARFOR'S, and MEF'S) will appoint formal points of contact to coordinate the local implementation of the logistics data administration program. Responsibilities include, but are not limited to:

(1) Appoint a focal point for logistics data element standardization, modeling, and interoperability issues within their organizations.

(2) Establish a data administration program within their organizations.

(3) Establish a data element approval process within their organizations.

(4) Recommend metadata to the MCFDAd for logistics when an existing standard does not support an information requirement.

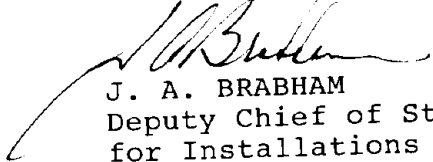
(5) Implement the use of data and activity models for all LOG AIS development and modification. Coordinate with the MCFDAd for logistics to ensure data and activity modeling efforts are included in the Marine Corps model.

(6) Ensure the appropriate Database Administrator, (DBAd) coordination when designing physical databases and standardizing database designs.

6. Enforcement. Data administration (DAdm) is a part of the system development life cycle to include major modification of existing systems and precludes passage to another system life cycle phase without an approval decision properly documented under the review management procedures of reference (b). The MCFDAd will conduct auditing activities immediately after the data/data structures requirements are determined, following logical data and database designs and interface/integration specifications, subsequent to physical database design, during the system development tests, during the software qualification tests, and during the system acceptance tests.

7. Definitions. Terms used in this Order are defined in enclosure (2).

8. Reserve Applicability. This Order is applicable to the
Marine Corps Reserve.



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CHARTER
FOR
LOGISTICS DATA ADMINISTRATION WORKING GROUP

1. PURPOSE. This Charter formally establishes the Logistics Data Administration Working Group (LDAWG) chartered to support and assist the Deputy Chief of Staff for Installations and Logistics (DC/S I&L) in executing responsibilities as the Marine Corps Functional Data Administrator (MCFDAd) for Logistics. The LDAWG provides an institutional Information Resource Management (IRM) function to ensure functional logistics data is managed effectively in support of Marine Corps operational requirements.

2. BACKGROUND

a. As the Marine Corps transitions from the current environment of individual and incompatible information systems to a shared database environment, data management policy, procedures and processes must be diligently and routinely coordinated among the appropriate Marine Corps organizations. The Marine Corps Data Administrator (MCDAd) is the Assistant Chief of Staff for Command, Control, Communications, Computer and Intelligence (AC/S C4I).

b. Effective data administration improves interoperability among information systems and facilitates data exchange, provides the means for data sharing, controls redundancy, minimizes data handling, and improves data integrity by reducing the cost and time required to transform, translate, or research the meaning of differently named but otherwise identical data elements.

c. Logistics data is shared extensively throughout the Marine Corps and the joint community and constitutes an essential element of the deliberate and crisis-action planning processes.

3. ORGANIZATION

a. The DC/S I&L is the functional manager for logistics LOG AIS's and appoints the MCFDAd for logistics.

b. Director, Logistics Plans, Policies and Strategic Mobility Division (LP) oversees the activities of the LDAWG, and approves/disapproves LDAWG recommendations for implementation.

c. The Head, Logistics Information Systems Branch (LPS), LP Division, chairs the LDAWG.

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d. The MCFDAd for Logistics (LPS-2) is the Executive Agent for the working group.

4. MEMBERSHIP

a. The organizations listed below are the nuclear membership of the working group.

CMC (I&L, ASL)
MARFORLANT, MARFORPAC, MARFORRES
MARCORLOGBASES
MCCDC
MARCORSYSCOM

b. The membership of the working group is reviewed as required. Recommendations for adding or deleting members are presented to the working group for consideration. Additional organizations may be invited to participate on a case-by-case basis as specific data issues warrant.

c. The goal of the group is to reach consensus on any recommendation but a simple majority of the members present is required to pass a recommendation of the LDAWG. If a majority of members is not present at a meeting, the recommendation is staffed in writing to the absent members. All comments are assembled and the resolution of the recommendation (passed or failed) is provided in an addendum to the minutes.

5. OBJECTIVES. The following objectives are reviewed for accuracy and continued applicability each year. LDAWG members may propose additional objectives by submitting them to the working group Chair for consolidation and presentation at the next scheduled meeting.

a. Establish and maintain an open forum to present, discuss, and resolve logistics data issues.

b. Ensure that information requirements of the logistics community within the Marine Corps and DoD-wide are fulfilled.

c. Ensure that functional data policy standards established by the AC/S C4I, DON, and DoD for the use of data elements, languages, dictionary systems, networks, database management systems, data administration related hardware, and other system components are complied within the development or modification of LOG AIS's.

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6. RESPONSIBILITIES AND ACCOUNTABILITY

a. Director, Logistics Plans, Policies, and Strategic Mobility Division (LP) is responsible for validation, approval, and periodic review of this charter, for the implementation of policies, procedures, and standards that govern the logistics functional data administration program, and for the implementation of approved recommendations from the LDAWG.

b. The Head, Logistics Information Systems Branch (LPS) is the Chair of the LDAWG. Responsibilities include conducting the LDAWG sessions, reviewing the recommendations of the working group, and recommending approval, as appropriate, to the Director, LP Division.

c. The MCFDAd for logistics is the Executive Agent of the working group. The MCFDAd is responsible to the Chair of the LDAWG for announcing meetings; coordinating and developing the agenda; selecting meeting sites; providing current status of action items from previous meetings; conducting the meeting; and publishing the meeting minutes and addenda as required.

d. Working group members represent their cognizant organizations, members present views and concerns of their respective organizations on all logistics data issues. Members are accountable to the Chair for the accomplishment of assigned actions.

7. PROCEDURES. The LDAWG is a standing working group that meets semiannually, or as the Chair directs. The working group shall operate as follows:

a. The Chair shall have the responsibility and authority to schedule meetings and coordinate with the standing members.

b. The Executive Agent shall notify the members of the time, place, and agenda for the meeting not less than 30 working days before the scheduled date and request organizations submit any additional agenda items and topics for consideration. Notification is by naval message.

c. The Executive Agent is responsible for publishing minutes of the meetings. The minutes provide a record of the events, including recommendations, assignment of action items to members, and significant points of discussion.

ENCLOSURE (1)

TERMS AND DEFINITIONS

Activity Model. A graphic representation of an activity system. It may describe what an activity is, what it does or what relationships are depicted.

Attribute. A property or characteristic of one or more entities.

Automated Information System (AIS). A combination of information, computer and telecommunications resources, and other technology that collects, records, processes, stores, communicates, retrieves, and displays information.

Data. Representation of facts, concepts, or instructions in a formalized manner suitable for communication, interpretation, or processing manually or by automated means.

Data Accuracy. Correct data that conforms to models derived to support enterprise requirements and standards and, user requirements.

Data Administration (DAdm). The function of an organization that oversees the management of data and is responsible for central information planning and control.

Data Administrator (DAd). A person or group that ensures the utility of data used within an organization by defining data policies and standards.

Database (DB). A collection of interrelated data organized according to a schema to serve automated systems without concern for the data structure or organization.

Database Administrator (DBAd). A person or group that enforces policy regarding the manner in which data is stored and maintained within a database.

Data Currency. The degree to which specified values are up-to-date.

Data Dictionary (DD). A specialized database containing metadata that describes the characteristics of data.

Data Element (DE). A named identifier of an entity or attribute that is represented in a database.

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Data Element Standardization. The process of documenting, reviewing, and approving unique names, definitions, characteristics, and representations of data elements according to established procedures and conventions.

Data Integrity. The state that exists when data is handled as intended and is not exposed to accidental or malicious modification, destruction, or disclosure; the condition in which data is accurate, current, consistent, and complete.

Data Synchronization. The timing requirements of a data element or between/among data elements.

Data Structure. The logical relationships that exist among units of data and the descriptive features defined for those relationships and data units.

Entity. An object of interest to the enterprise, usually tracked by an automated system.

Functional Area. A range of subject matter grouped under a single heading because of its similarity in use or genesis (i.e., logistics, transportation, etc.).

Logical Data Model. A model of the data stores and flows of the enterprise derived from the conceptual business model.

Marine Corps Data Administrator (MCDAd). The senior Marine Corps data administration officer who is responsible for all functional areas. The Marine Corps Data Administrator (MCDAd) is the Assistant Chief of Staff for Command, Control, Communications, Computer and Intelligence (AC/S C4I).

Marine Corps Functional Data Administrator (MCFDAd). A person or group within a specific area of expertise (i.e., logistics, transportation, personnel, etc.) that ensures the utility of data used within an organization by defining data policies and standards, planning for the efficient use of data, coordination data structures among organizational components, performing logical database design, and defining data security procedures.

Metadata. Information describing the characteristics of data.

Schema. A description, or global model, of the structure of a database.

ENCLOSURE (2)

Standard. An exact value, a physical entity, or an abstract concept established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results.

Timeliness. A condition which requires that a data item or multiple items are provided at the time required or specified.

ENCLOSURE (2)